

State of Michigan

Department of Management and Budget

Space Estimator (Page 2 of 4)

(Must be submitted with your 618)

Special Support Area Requirements

Agency: Treasury			Contact Person:			Creation Date:		
Department: Treasury			Telephone:			Revised Date:		
Location: 430 W. Allegan, Lansing, MI 48922			Email:					

						Space Needs		Comments
Public Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area	
Reception Area		N/A	150	x	N/A	1	150	visiting taxpayers
Service Counter/Waiting Area		N/A		x	N/A		0	
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120		x	N/A		0	
Public Access Toilet Facilities		80		x	N/A		0	
TOTAL PUBLIC USE SPACE:							150	

Conference & Meeting Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Conference (40+ Person)		800	N/A	x	0		0	
Conference (10-12 Person)		225	N/A	x	0		0	
Conference (6-8 Person)		150	N/A	x	0	1	150	
Conference (2-4 Person)		100	N/A	x	1	0	100	audit reviews and personnel issues
Team Work Area		120		x	0		0	
TOTAL CONFERENCE & MEETING SPACE:							250	

Special Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Mail Area		80		x	1	1	80	incoming/outgoing mail
Records & Storage	Enclosed file / supply storage.	100		x	0	1	100	supply and confiscated items storage
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	1	1	36	copy and faxing of taxpayer documents
Recycling Station	(1 for every 60 staff)	36	N/A	x	1		36	paper recycling
Lunch / Break Room	(Assumes 20% usage)	100		x	0		0	
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	4	8	72	miscellaneous filing and large company audit files
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1	1	150	server and telecom
TOTAL SPECIAL USE SPACE:							474	

TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							874
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